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**DEPARTMENT OF DEFENSE**  
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NGHI-HRO-SEEM

1 February 2015

MEMORANDUM FOR All Members of the State of Hawaii, Department of Defense

SUBJECT: Sexual Harassment Policy

1. The Hawaii National Guard is pledged to preserving a working environment free from sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with this organization whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct.
2. Sexual Harassment undermines mission performance and creates an environment that impairs morale and interferes in the work productivity of its victims and their co-workers. Anyone who is subject to acts of sexual harassment by supervisors or co-workers should make it clear that such behavior is offensive and unwelcome and should immediately report the incident to the chain of command or through the appropriate complaint process. There is zero tolerance of sexual harassment in this organization.
3. Anyone who witnesses an incident of sexual harassment must immediately take appropriate action to correct the harassing behavior. Furthermore, commanders and supervisors who deliberately or negligently fail to correct misconduct commit sexual harassment themselves by effectively condoning discriminatory behavior and will be dealt with accordingly.
4. No Soldier, Airman, or employee may take or threaten to take an unfavorable action, or withhold or threaten to withhold a favorable personnel action, in reprisal against any person for filing a complaint. If an allegation of harassment is made known to any agency authorized to receive complaints, the agency will refer the complaint to either the State Equal Employment Manager (SEEM) or the Inspector General (IG). Family members and DA Civilians have the right to present their complaints to this command without fear of intimidation, reprisal, or harassment. Every member of the chain of command will ensure that all complainants are protected from reprisal or retaliation.

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5. Questions will be addressed through the SEEM office at (808) 672-1245.



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